



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

June 16, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:
SAN PEDRO COMMUNITY AND SENIOR SERVICES CENTER ADDITION
COMMUNITY OF SAN PEDRO – ADOPT AND ADVERTISE
SPECS. 6959; CAPITAL PROJECT NO. 87001
(FOURTH DISTRICT) (3 VOTES)**

SUBJECT

This action is to adopt the plans and specifications for construction of the San Pedro Community and Senior Services Center Addition project and to advertise for bids.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Adopt plans and specifications for construction of the San Pedro Community and Senior Services Center Addition project at an estimated \$1,407,000 construction contract cost. Instruct the Executive Officer of your Board to advertise for bids to be received and opened on July 14, 2009, in accordance with the Instruction Sheet for Publishing Legal Advertisements.
2. Authorize the Director of Public Works to execute a consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule for a \$2,000 not-to-exceed fee funded by existing project funds and to establish the effective date following Board approval.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

"To Enrich Lives Through Effective And Caring Service"

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow Department of Public Works (Public Works) to solicit for bids for construction of the San Pedro Community and Senior Services Center Addition project.

The San Pedro Community and Senior Services Center is located at 769 West Third Street, Los Angeles. The original 23,000-square-foot facility provides community and senior services for the residents of San Pedro. The existing building is not compliant with requirements of the Americans with Disabilities Act (ADA) and does not provide sufficient space to adequately accommodate current programs.

The proposed project consists of interior and exterior facility renovations and reconfiguration to adequately support program operations and services while making the facility ADA compliant. The renovation of existing restrooms includes the installation of additional stalls and other upgrades to achieve ADA compliance. The reconfiguration of the existing senior citizens room includes the installation of a kitchenette, storage area, and two additional single-unit restrooms. The addition to the northeast side of the building will include an 800-square-foot multipurpose room. A 1,350-square-foot addition to the southeast side of the building will provide two daycare classrooms with toilets, storage areas, and a corridor.

The surface parking lot that serves the facility is across the street from the service center and will be slurry-coated and restriped. New fencing, a trash enclosure, flagpoles, landscaping, and signage will be included.

On July 8, 2008, a consultant services agreement was awarded to Lehrer Architects by your Board to provide plans and specifications for the San Pedro Community and Senior Services Center Addition project. Plans and specifications are now completed, and we are recommending that your Board approve the plans and specifications and advertise for the construction of the project.

The proposed agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule that conforms to the County's schedule specification is critical to successfully manage construction activities by both the contractor and the County, and a responsible contractor must be able to produce such a construction schedule. Bid specifications provide that if the apparent lowest bidder fails to complete an acceptable schedule, we may return to your Board to recommend that the bidder be determined nonresponsive and recommend awarding the construction contract to the next lowest bidder, contingent on that bidder completing a baseline schedule that conforms to the County's specifications.

Sustainable Design Program

The project will support your Board's Sustainable Design Program by using energy efficient light fixtures with light sensor controls and drought-tolerant landscaping. There will be savings due to a reduction in electricity and water consumption as a result of the sustainable elements included in the design.

Implementation of Strategic Plan Goals

This project supports the Countywide Strategic Plan by enhancing Operational Effectiveness (Goal 1) by improving the efficiency, quality, and responsiveness of County services to all residents. It also supports Children, Family, and Adult Well-Being (Goal 2) by enhancing the ability of families to live in safe, stable, and supportive communities. Finally, the project enhances the provision of Community and Municipal Services (Goal 3) by offering a wide range of services responsive to each community's specific needs. This project will help to achieve these goals as it will benefit the San Pedro community by improving the quality of life for local residents.

FISCAL IMPACT/FINANCING

Public Works' fair construction cost estimate for the base construction contract is \$1,407,000 without contingency.

On July 8, 2008, your Board approved a \$2,480,000 project budget. The total estimated cost includes plans and specifications, plan check, construction, equipment, consultant services, Civic Art allocation, and County services.

Sufficient funds are available in the Fiscal Year 2008-09 Capital Projects Budget under Capital Project No. 87001. The proposed project is fully funded by the Fourth Supervisorial District's Various Capital Improvement funds.

The Project Schedule and Budget Summary are included in Attachment A.

Operating Budget Impact

Based on the project description, the Department of Community and Senior Services (CSS) does not anticipate any one-time, start-up or ongoing costs resulting from the recommended actions. The project provides improvements with maintenance requirements to be fulfilled with existing staff and resources. Should the necessity arise, CSS will work with the Chief Executive Office to determine the appropriate level of maintenance and available funding

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The State Public Contract Code requires the County to award construction contracts to the Lowest Responsive and Responsible Bidder, which is defined as the firm that: 1) submits the bid with the lowest cost; 2) is deemed by the County to be "responsive" to specific criteria under the solicitation, including, but not limited to licensure, bonding, and insurance requirements; and 3) is determined by the County to be a "responsible" bidder by exhibiting the capability, capacity, experience, trustworthiness, and financial wherewithal to perform the work required under the bid solicitation.

A standard contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, about Board Policy 5.135 (Safely Surrendered Baby Law) and that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

Bidders will also be required to show full compliance with Los Angeles County Code, Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

To ensure that the contract is awarded to a responsible contractor with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, their civil litigation history, and information regarding prior criminal convictions. The information reported will be considered before making a recommendation to award.

As required by your Board, the project cost includes 1 percent of design and construction costs to be allocated to the Civic Art Fund per your Board's Civic Art Policy adopted on December 7, 2004.

ENVIRONMENTAL DOCUMENTATION

On July 8, 2008, your Board determined this project to be categorically exempt under the California Environmental Quality Act (CEQA) in accordance with State CEQA Guidelines, Section 15301, Class 1, Subsection (e)(1), and the County of Los Angeles Environmental Reporting Procedures and Guidelines, Appendix G, Class 1, Subsections (d) and (g)(1), adopted by your Board on November 17, 1987, because the project will involve minor alteration of existing facilities involving negligible or no expansion of use beyond that previously existing. A notice of exemption was filed with the Registrar-Recorder/County Clerk.

CONTRACTING PROCESS

Advertising for bids will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Attachment B). Following receipt of bids, we will return to your Board for construction contract award.

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the Doing Business with Us website.

As provided by the State Labor Code, the project specifications require that contractors pay prevailing wage rates to all persons providing work on the project.

Public Works has evaluated and determined that the County Code Chapter 2.201 (Living Wage Program) does not apply to this construction contract as this contract is for non-Proposition A services.

Participation by Community Business Enterprises (CBE) in the project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

Lehrer Architects was approved by your Board on July 8, 2008, to provide architect/engineer design services for the San Pedro Community and Senior Services Center Addition project.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the recommended services. The facility is currently operational, and construction activities will be coordinated with the administrative and facility staff to minimize the impacts of construction activities on the community center programs and to maintain safe public access during construction.

CONCLUSION

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division, and one to the Department of Public Works, Project Management Division II.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:GF:DL
DJT:RB:zu

Attachments

- c: Auditor-Controller
- County Counsel
- Department of Public Social Services (GAIN/GROW Program)
- Department of Public Works
- Office of Affirmative Action Compliance

June 16, 2009

ATTACHMENT A

**DEPARTMENT OF PUBLIC WORKS: SAN PEDRO
COMMUNITY AND SENIOR SERVICES CENTER ADDITION
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I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date	Revised Completion Date
Award Design Contract	07/08/2008	07/08/2008*
Design		
Contract Execution	07/15/2008	07/28/2008*
Construction Documents	11/17/2008	03/02/2009*
Jurisdictional Approvals	01/15/2009	05/15/2009*
Construction Bid and Award	05/19/2009	09/01/2009
Construction		
Substantial Completion	02/24/2010	06/09/2010
Project Acceptance	05/04/2010	09/13/2010

*Completed activity

II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Project Budget
Land Acquisition	\$ 0
Construction	
Low Bid Construction Contract	\$1,407,000
Bid Contingency (10 percent)	0
Change Orders – Construction (15 percent)	211,050
Demolition (JOC)	0
Offsite Construction	17,100
Departmental Crafts	0
Youth Employment	0
Equipment	0
Construction Consultants	0
Misc. Expense/Hazardous Materials	30,000
Telecomm Equipment – Affixed to Building	0
Civic Arts	16,250
Subtotal	\$1,681,400
Programming/Development	\$ 0
Plans and Specifications	\$ 220,000
Consultant Services	
Deputy Inspection	\$ 7,000
Site Planning	0
Hazardous Materials	10,000
Geotech/SoilsTest	20,000
Material Testing	5,000
Cost Estimating	2,500
Topographic Surveys	10,000
Construction Management	76,750
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Legal	0
Scheduling	2,500
Contract/Change Order	0
Other	0
Subtotal	\$ 133,750

II. PROJECT BUDGET SUMMARY (*continued...*)

Miscellaneous Expenditures	
Printing	\$ 12,000
Jurisdictional Review/Plan Check/Permit	
Code Compliance Inspection	\$ 22,600
County Services	
Code Compliance and Quality Control	
Inspections	\$ 73,442
Design Review	0
Design Services	0
Contract Administration	5,000
AED Support Services	13,753
Project Management	5,268
Project Management Support Services	258,033
Secretarial	7,333
Document Control	15,545
ISD Job Order Contract Management	0
DPW Job Order Contract Management	0
ISD ITS Communications	0
Project Security	0
Project Technical Support	21,397
Consultant Contract Recovery	10,154
Office of Affirmative Action	0
County Counsel	0
Other	325
Sheriff Job Order Contract Management	0
Design Services	\$ 0
Subtotal	\$ 410,250
Total	\$2,480,000

June 16, 2009

ATTACHMENT B

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PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishings, materials, labor, and equipment required to complete construction for the following work:

<u>SD</u>	<u>SPECS</u>	<u>PROJECT</u>	<u>BID DOC. FEE</u>	<u>DATE OF BID OPENING</u>
4	6959	San Pedro Community and Senior Services Center 769 West Third Street Los Angeles, CA 90731	\$25	07/14/2009

Copies of the project manual and drawings may be obtained at the Cashier's office, Department of Public Works, 900 South Fremont Avenue, Mezzanine Floor, Alhambra, California 91803, for the fee stated above. For bid information, please call (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's office no later than 3:30 p.m. on July 14, 2009. Bids will be publicly opened, examined, and declared by Public Works from 4 to 5 p.m. on this date in Architectural Engineering Division's Conference Room, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess an active B license classification at the time of bid submittal. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

PRE-BID CONFERENCE

The Public Works' Project Management Team will hold a prebid conference at 10 a.m. on July 9, 2009, at the project job site. Mr. David Asato will provide information on the project, bidding process, and answer any questions that potential bidders may have. For further directions, please contact Mr. Asato with the Public Works' Project Management Team at (626) 458-2586.

OTHER INSTRUCTIONS

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code, to contract with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical or inconsequential errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, Public Works can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7 a.m. to 5:30 p.m.



Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Fremont Avenue), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del Departamento al (626) 458-4081 o TDD (626) 282-7829, de lunes a jueves de las 7 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,
dated June 16, 2009.

Specs. 6959

SACHI A. HAMAI, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES